



Town of Oro Valley Classification Description

Title: **FACILITY ATTENDANT**
Job Code: 2653
FLSA Status: Non-Exempt

Department: Parks & Recreation
Salary Grade: PTS1

POSITION SUMMARY:

Under close supervision, responsible for operating a computer, cash register, answering the telephone, maintaining attendance records, and monitoring the entrance to the recreation facility. Must work up to 19 hours per week or what is provided by the Manager.

ESSENTIAL JOB FUNCTIONS:

- A. Interacts and communicates with the public and other employees in a courteous and professional manner in person and on the telephone.
- B. Operates a computer and facility management software.
- C. Collects monies, issues receipts, and operates a cash drawer in an efficient and accurate manner.
- D. Operates a multi-line telephone system with voice mail.
- E. Keeps the front desk area and equipment neat and orderly.
- F. Makes simple mathematical calculations in an efficient and accurate manner.
- G. Efficiently distributes recreational equipment and program materials to patrons.
- H. Seeks assistance from other employees and/or supervisors when needed.
- I. Accurately communicates information to assigned supervisors in a timely and useful manner.
- J. Work is performed typically standing; however, walking, bending, stooping, sitting, reaching, climbing stairs, and lifting equipment and objects weighing up to forty (40) pounds is required on an intermittent basis.
- K. Regular, daily attendance is an essential function for this position.
- L. Performs other duties and special projects as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of customer service practices and techniques.
- Knowledge of occupational health and safety regulations and procedures.
- Skill in effective verbal and written communication.
- Skill in resolving customer complaints and concerns.

MINIMUM QUALIFICATIONS:

- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments. May be performed at various locations.